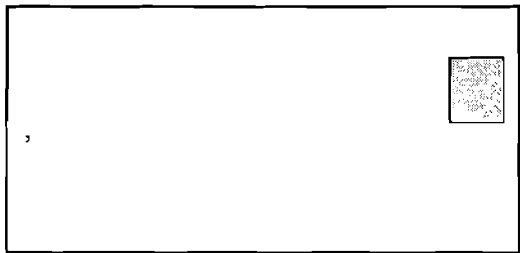


**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	WALTERS, DEL
Expense Dates	03/02/09-03/03/09
Total Expense Amount	170.29
Amount Due Employee	170.29
Form ID	TEA000421986

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/02	Lodging	93.29	
2)	03/03	Parking, Auto	19.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Electronic Approval via CALATERS

JANET BARENTSON

Travel & Expense Account Summary

Employee Name DEL WALTERS
Expense Dates 03/02/09-03/03/09
Report Name Riverside Board

Request Total \$ 170.29
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 170.29

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Riverside Board	170.29

NOTE: (d)=Direct Charge

DATE	Mon Mar 2	Tue Mar 3								TOTAL
Dinner	18.00	18.00								36.00
Lodging	93.29									93.29
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Parking, Auto		19.00								19.00
TOTALS \$	111.29	59.00								170.29

Travel & Expense Account Summary & Detail
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Riverside	03/02/09	Dinner	18.00	Cash
Regular Travel	Riverside	03/02/09	Lodging	93.29	Cash
Regular Travel	Riverside	03/03/09	Breakfast	6.00	Cash
Regular Travel	Riverside	03/03/09	Lunch	10.00	Cash
Regular Travel	Riverside	03/03/09	Dinner	18.00	Cash
Regular Travel	Riverside	03/03/09	Incidentals	6.00	Cash
Regular Travel	Riverside	03/03/09	Parking, Auto	19.00	Cash



What is CalATERS?

The California Automated Travel Expense Reimbursement System (CalATERS) provides a comprehensive Internet based solution for California State departments to process their Travel Advance and Expense Reimbursement forms.

- **On-line entry of Travel Advance or Expense Reimbursement forms**
- **Automated application of the State's travel rules and department policies**
- **Electronic routing of claims to Approvers and Accounting**
- **Travel Advances automatically calculated and scheduled for recovery**
- **Expenses Reimbursed through direct deposit or mailed directly to employee**
- **Electronic signatures**
- **Automatic calculations**
- **24/7 system access.**